

# MISSISSIPPI AIR NATIONAL GUARD

## MILITARY POSITION ANNOUNCEMENT

### Air Active Guard/Reserve (AGR)

(Statewide)

**OPENING DATE:** 18 June 2013      **ANNOUNCEMENT NO:** 13-0601  
**CLOSING DATE:** 2 July 2013      **POSITION TITLE:** Financial Management Technician

**MINIMUM GRADE:** A1C/E3      **MAXIMUM GRADE:** SSgt/E5  
**LOCATION OF POSITION:** 186 ARW, Meridian, MS  
**MILITARY ASSIGNMENT REQUIREMENT:** Enlisted  
**REQUIRED AFSC:** 6F0X1      Required ASVAB score General : 57

#### **GENERAL:**

This position provides analysis, validation, processing and correction of financial transactions and issues/problems involving the full range of financial management services and accounting functions. Incumbent uses complete understanding of interrelated systems and processes across multiple functional areas and their interoperability to ensure the validity and accuracy of all disbursements, collections, and adjustments related to financial records.

#### **DUTIES AND RESPONSIBILITIES:** (Not all inclusive, will be fully explained during interview)

Performs broad-in-depth financial analysis of interrelated accounting, logistics and computer file systems concerning pay, accounts payable or receivable, and various travel entitlements to resolve especially difficult and sensitive, out-of-balance conditions associated with processing actions within Financial Management systems. Analyzes and evaluates data to conduct a variety of fiscal reconciliations, reviews, and account adjustments. Analyzes diverse financial management technical methods, techniques, precedent cases, and procedures to resolve an extensive range of difficult financial issues or problems. Performs in-depth analysis on complicated pay, travel, accounts payable and receivable and fiscal accounting activity issues involving substantial corrective action and/or complicated adjustments and resolves issues, including assessing unusual circumstances or conditions. Utilizes experience and judgment, rather than guides, to fill in gaps, identify sources of information, and make working suppositions about what transpired to decide approaches, and resolve specific problems. Analyzes particular facts of financial transaction problems/issues, verifies and evaluates data; obtains additional information to reconcile discrepancies or inconsistencies; and, applies pertinent Fiscal Laws, regulations, precedent decisions, and procedures to determine appropriate action for resolution. Analyzes and resolves tax processing problems based on airmen inquiries or internal control audits/reviews, ranging from Permanent Change of Station (PCS) issues and combat tax exclusion pay to refunds of erroneous tax collection. Ensures complex tax issues involving tax documents, Do It Yourself (DITY) moves, and Relocation Income Tax Allowance (RITA) payments, are accomplished accurately and timely. Performs varied duties, involving financial services payment systems (travel, accounts payable, and pay; for example, Joint Uniform Military Pay System Uniform Standard Terminal Input System (JUMPS), Defense MilPay Office (DMO), Reserve Travel System (RTS), Air Reserve Order Writing System (AROWS), and Defense Travel System (DTS). Performs other duties as assigned.

#### **APPLICATION INSTRUCTIONS:** All applications must be submitted to:

Military Department, State of Mississippi, ATTN: JFH-MS-HRM, P O Box 5027, Jackson, MS 39296-5027, if using United States Postal Service (USPS).

If ground delivery is used (UPS or FEDEX), submit to:

Military Department, State of Mississippi, Attn: JFH-MS-HRM, 1410 Riverside Drive, Jackson, MS 39202-1237.

Applications must be received by the Human Resources Office no later than 1630 hours on closing date. Government postage paid envelopes or facsimile machines will not be used to submit applications.

**Applicants must submit the following forms:**

1. NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, signed and dated.
2. Copy of the most recent AF Form 422, Physical Profile Serial Report. Also submit an AF Form 469, Duty Limiting Condition Report, if currently on a temporary physical profile.
3. ANG Fitness Assessment Results.
4. RIP - Report Individual Personnel.

NOTE: Point of contact for additional information is CMSgt Miller, commercial (601) 313-6195 or DSN 293-6195. Individuals who do not meet the minimum qualifications will not be considered.

**SUPPLEMENTAL PREREQUISITES:**

1. Must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Must have physical exam approved by State Air Surgeon prior to entry into the AGR program.
2. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
3. Military grade will not exceed the maximum military duty grade authorized on the UMDG for the position.
4. Eligibility/Mandatory requirements for this AFSC are located in the current Air Force Enlisted Classification Directory (AFECD).

**EQUAL OPPORTUNITY:** The Mississippi National Guard is an Equal Opportunity Employer. Assignment will be made without discrimination for any reason such as race, color, religion, sex, national origin, politics, or marital status.